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**ADMINISTRATIVE - INTERNAL USE ONLY**

Chief, Physical Security Division,  
Office of Security

2 March 1964

CIA Records Administration Officer

Secure Areas, Recreation and Services Building

1. This staff has reviewed and approved, from a Records Management point of view, a request from the Deputy Director of Personnel for making rooms 1349 and 2010 Recreation and Services building secure areas.
2. Room 1349 will be used by the Mobilization and Military Personnel Division to store approximately 60 cubic feet of records presently stored on shelving and 5 drawer file cabinets in a secure area in South building. Room 2010 will accommodate the Insurance Branch files presently filed in 40 - 5 drawer cabinets in a secure area in South building.
3. If these rooms, 1349 and 2010 R & S Building, are not made into secure areas it will be necessary to convert from filing cabinets to safe type equipment costing approximately \$20,000.



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